

## Functioning as a User Manager

Once you are established as a User Manager, you will be responsible for giving “permission” in Egrants for specific roles to other users in your agency.

You will know you need to provide access for a registered user when you receive an Access Request Task in your Work Manager. This notification of a new access request occurs automatically when a registered user in your agency completes the steps outlined in the [User Management Access Request Quick Start Guide](#) by clicking on “**User Access Request**” link in Work Manager, you can approve or disapprove access requests. You may also search for outstanding access requests. For detailed instructions refer to the [User Managers Access Request Approval Quick Start Guide](#).